



City of Tempe

SENIOR ARCHITECT+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	396	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$75,136
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$100,929
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Planner
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	No		

DISTINGUISHING CHARACTERISTICS

This is the senior level class within the professional architectural series, requiring registration. Employees within this class are distinguished from the Architectural Designer+ classification by the greater complexity of the assignments received and by the greater interdependence with which an incumbent is expected to perform duties and responsibilities. Incumbents are expected to complete complex architectural assignments requiring the use of judgment and initiative in developing solutions to problems, interpreting general policies and determining work assignments. Employees at this level receive only occasional instruction or assistance as new and unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in the class are normally filled by advancement from the lower class of Architectural Designer+, or, require prior advanced technical or professional architectural work experience and registration.

REPORTING RELATIONSHIPS

Receives direction from City Architect or other supervisory or management staff.

Exercises functional and technical supervision over lower level architectural staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of experience in architecture or architectural engineering. Municipal experience is preferred.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in architecture or a degree related to the core functions on this position.
<i>License / Certification:</i>	Possession of, or required to obtain within six (6) months of hire, a registration as an architect in the State of Arizona.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values; to perform a variety of professional and architectural work in the programming, design, production and observation of capital and related projects, as well as the conceptualization and visualization of potential and proposed developments; to implement the goals and objectives of the Community Development Department; and to provide responsible assistance to the City Architect or Community Development Director, as well as other City staff.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform complex assignments in the programming, design, production and observation of capital and related projects; solicit and document input from internal and external "clients", coordinate with applicable regulatory agencies.
- Prepare highly detailed maps, renderings and 3-D models of proposed projects and developments, neighborhoods and other areas, as well as informational and promotional images, utilizing appropriate combinations of freehand and mechanical drawing and a variety of computer programs and software.
- Coordinate and participate in public meetings; make presentations to user groups, boards and commissions.
- Identify and confer with a variety of resources and agencies in obtaining information and providing coordination applicable to assigned architectural and visualization projects.
- Provide technical expertise within work group and other departments; provide or coordinate staff training.
- Prepare detailed reports and plans; develop schedules and estimates; liaison with related agencies and organizations.
- Research and maintain best practices related to architectural design and production, as well as graphics and visualization.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;

- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective January 2006
Revised November 2010 (Removed optional driver's license statement)
Revised April 2021 (Update physical demands and work environment)